



Chicago Metropolitan Agency for Planning

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Local Planning Regional Planning Intern (RPL72016) July 7, 2016

Job Category: Regional Planning Intern – Local Technical Assistance (LTA)
Experience Required: Current Enrollment in Graduate Program
Salary Range: \$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an intern in the Local Planning Division. CMAP is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

The intern will assist in CMAP's ongoing work to develop the next comprehensive regional plan, due in October 2018. The next plan will build on the foundation of GO TO 2040 to explore refinements to existing plan policies as well as new topics that are complementary to CMAP's role.

Responsibilities

- **Research and writing.** The intern will assist project managers by conducting research and contributing to written products. This may include researching other entities' plans, programs, and policies; surveying best practices in a given topic area; and contributing written content to deliverables created as part of the planning process. The intern should be able to convey research findings in a clear and concise manner.
- **Mapping.** The intern will be expected to extract data and derive findings through GIS analysis and prepare maps for inclusion in interim and final deliverables. The intern should have a high degree of familiarity with GIS and be comfortable working with large regional datasets.
- **Data collection.** The intern will help with data collection and analysis; this will most frequently include research using the Census or other datasets to gather data related to plan topics. Familiarity with data sources, ability to analyze data, and ability to communicate the results of this analysis are important skills.
- **Stakeholder engagement.** The planning process includes a variety of avenues for stakeholder engagement, from individual meetings with partner organizations to broad engagement of the general public. The intern may contribute to various elements of the

engagement process; including preparation of meeting materials as well as assistance at meetings (i.e. table facilitation, registration, and note-taking).

Knowledge, Skills and Abilities

Applicants should have strong research, analysis (both qualitative and quantitative), and communication skills. Experience with GIS is necessary, and basic office computer skills are required.

Education and Experience

Applicants for all positions should be enrolled in a graduate degree program in urban planning or a related field.

Internship Timeframe

This is a part-time internship position beginning in late August 2016 and will continue into the 2016-17 school year. Minor start and end-date accommodations may be made upon request.

How to Apply

Please submit cover letter and resume via our website at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (RPL72016)**.

Posting End Date

This posting will close on August 7, 2016. All applications must be completed and submitted within the 30-day timeframe.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.